

November 28, 2003

**TO:** Board of Selectmen, Sewer Commissioners

**FROM:** Walter Foster, Chairman

**SUBJECT:** Selectmen and Sewer Commissioners Report

**DECEMBER 1, 2003**  
**MEETING BEGINS AT 7:00 P.M.**

**I. CITIZEN'S CONCERNS**

**II SEWER COMMISSIONERS' BUSINESS**

**III. PUBLIC HEARINGS & APPOINTMENTS**

1. 7:10 **MEDICAL EMERGENCY HELIPORT FUND** - Enclosed please find materials in the subject regard for Board consideration. Members W. Arthur Gagne', Nancy Tavernier and Ann Chang will be present to discuss the establishment of this proposed Gift Fund.
2. 7:15 **SITE PLAN SPECIAL PERMIT 310/09/03-394, 1 & 19 MAPLE STREET, MONTUORI REALTY TRUST** – Under separate cover the Board will receive hard copy of materials in the subject regard.
3. 7:30 **CLASSIFICATION AND ASSESSOR'S OVERSIGHT MEETING** – Enclosed please find materials in the subject regard.

**IV. SELECTMEN'S BUSINESS**

4. **TOWN MANAGER'S ANNUAL REVIEW** – Selectman Shupert will present the Town Manager's FY03 review for Board consideration.
5. **FREE STANDING SIGN, 60 GREAT ROAD**– Enclosed please find a request from Mr. Bertolami seeking permission to preserve a sign at 60 Great Road along with staff comment, for Board consideration.
6. **COMMUTER PARKING LOT SPACE REALLOCATION (continued discussion)** – Enclosed please find additional information per the Board's request.
7. **2003 ELIZABETH WHITE FUND DISBURSEMENTS** – Enclosed please find confidential recommendations from the Trustees of the Elizabeth White Fund for Board consideration.
8. **MMA ANNUAL BUSINESS MEETING**- Enclosed please find the form for voting Credentials for the MMA Annual Business Meeting for Board assignment.
9. **DOG LICENSE FEE SCHEDULE** – Enclosed please find correspondence from the Finance Director and Town Clerk, for Board consideration.

## 10. OTHER BUSINESS

## V CONSENT AGENDA

11. **ACCEPT MINUTES** – Enclosed please find Selectmen minutes of October 6, 2003, for Board acceptance.

12. **UNDERGROUND STORAGE TANK, 289 MAIN STREET** – Enclosed please find a request from Cumberland Farms for a change of ownership of underground storage tanks, along with comments from the Fire Chief, for Board consideration.

13. **ACHC, REFINANCING REQUEST** – Enclosed please find a letter seeking Board approval of refinancing for a First Time Homebuyer, for Board consideration.

14. **DECLARE SURPLUS EQUIPMENT** – Enclosed please find a request from the Town Clerk for disposal of various obsolete voting items for Board consideration.

## VI. TOWN MANAGER'S REPORT

## VII EXECUTIVE SESSION

### ADDITIONAL INFORMATION

Enclosed please find additional correspondence that is strictly informational and requires no Board action.

### FUTURE AGENDAS

To facilitate scheduling for interested parties, the following items are scheduled for discussion on future agendas. This IS NOT a complete Agenda.

**Dec. 15 – Noise complaint continued from 11/17, Graham Knowland , Classification Hearing, Budget Presentation, Site Plan –Powder Mill Road**

### GOALS 2003-2004

1. Labor Negotiations (Peter/Trey)
2. Improve Communication with Town Boards (Walter/Peter)
3. Revisit 2020 planning process for direction to make this process more beneficial towards implementation of long-term vision (Trey/Peter)
4. Towne Building Reuse (Bob)
5. ALG process be used for purpose of Budget Planning for FY04 Walter/Trey)
6. Process Planning for "Life after NESWC" (Peter)      Implement Chairman Round Table – (Peter)
7. Joint IT process-organizational change (Walter/Dore/)
8. Middlesex Pension Alternatives (Walter)

### GOALS carried forward

9. Public Safety Facility (Dore/Trey)